

INSTRUCTIONS FOR PREPARATION OF COVENANT AGREEMENTS

The City of Tempe provides standard, covenant agreements that may not be altered, revised, or modified in any way. All completed covenant agreements forms shall be submitted for pre-approval prior to recordation.

1. **LEGAL DESCRIPTION.** The legal description must accurately describe the subject property or properties. It may be a lot and subdivision, a metes and bounds or a sectional subdivision description. If the legal description is too lengthy to fit in the space provided on the form, it may be provided by the attachment of a supplemental sheet.
2. **ADDRESS.** The next piece of information to be provided is the City approved address. If not known, the approved address may be obtained from the Department of Public Works.
3. **SIGNATURES.**
 - a. Signatures on all forms must be legible, dated and state the legal entity title of the officer signing the document or the authority of the individual signing the document.
 - b. Only incorporated firms should use the legal entity type forms. All others should use the individual type form.
 - c. Type or print the name of the signer beneath the signature.
4. **NOTARIZATION.**
 - a. The notarization section of the form must be completely filled out, signed and sealed by a currently registered notary public.
 - b. All entries except signatures should be typed or neatly printed.
5. **SITE PLAN.** A site plan must be provided with yard and lot tie covenant agreements. The site plan must identify the yards dedicated to allow an increase in building area. The site plan must be a simple, neat drawing showing the property lines, streets, the buildings(s) and the required protected yards crosshatched and dimensioned. **Note: Dimensions or text must be shown over white background, not within any crosshatched area. The site plan must be on 8 ½" x 11" paper and all text must be at least 11 point font as required by ASRS 11-480.**
6. **RECORDATION.** Upon completion of the form entries and after department pre-approval is received, the original form must be recorded with the County Assessor's Office. A clear and legible copy of the entire recorded document shall be returned to the Community Development Department, Building Safety Division prior to issuance of a permit.

ANY DOCUMENT WHICH DOES NOT MAINTAIN A CLEAR, CLEAN ½" BORDER ON BOTH SIDES AND BOTTOM OF EACH PAGE MAY BE REJECTED. THE FIRST PAGE SHALL HAVE A TOP MARGIN OF AT LEAST 2". THE LEFT THREE AND ONE-HALF INCHES OF THE TOP MARGIN OF THE FIRST PAGE OR SHEET MAY BE USED BY THE CITY TO SHOW THE NAME AND ADDRESS TO WHICH THE DOCUMENT IS TO BE RETURNED FOLLOWING RECORDING. DO NOT MARK IN THIS SPACE.

MAP RECORDATION CRITERIA

The following criteria must be met in order for maps to be accepted by the Maricopa County Recorder's Office. *This is not inclusive and we reserve the right to reject any maps not meeting the ARS guidelines.

***This refers to maps other than those that are 8 1/2" X 14" or smaller*

GENERAL CRITERIA:

- _____ ► **MATERIAL** – Must be printed on Polyester or Linen (mylar) per ARS 11-481-B
- _____ ► **AUTHENTICITY** – Must be original map or photographic copy of map.
(please see criteria for signature) ARS 11-481-B
- _____ ► **DO NOT USE DIAZO** per ARS 11-481-B
**Recommended to test copies with kit.
- _____ ► **TITLE** – Must contain title indicating:
 - type of map or plat
 - name of subdivision or a description of the location of the area by section, township & range
 - Name of the owner of record of the property being surveyed Per ARS 11-481-A

Examples: Record of Survey of Sec. 17, T 21N, R 07E Owner: John and Mary Smith
Final Plat of Cheshire Estates Unit 3 in Sec. 5, T 21 N, R 07E Owner: J. Smith Development

- A place for the recorders information and seal block on the sheet.

- _____ ► **SEAL AND SIGNATURE** - All seals and signature's must be original per ARS 11-480-A3 and in **black** ink to ensure quality reproduction.
(*dark blue ink may be accepted*)
- _____ ► **LEGIBILITY** – All maps must be sufficiently legible to **reproduce** legibly from microfiche images and contain at least 11 point type per ARS 11-480
We will not be able to accept maps for recordation that have: printing or markings that are lighter than the rest of the map, maps that have information overlapping, or maps that are "mirrored."

TYPE SPECIFIC CRITERIA:

SUBDIVISION

- _____ ► 24" X 36
- _____ ► Drawn to accurate scale with at least 11pt. type with left margin of 2 inches
- _____ ► Approvals by governing body of City or County with original signatures: per ARS 9-475; ARS 9-478
- _____ ► Authorization from Water Commission received by Recorder's Office (Unless in exempt area: City of Flagstaff)
Per ARS 45-108

RECORD OF SURVEY or any other map

- _____ ► 18" X 24" or 24" X 36"
- _____ ► Drawn to accurate scale with at least 11Pt type with left margin of 2 inches
- _____ ► Parcel not split into more than 5 lots
Exceptions: Lots are 36 acres or more per ARS 32-2101 #54

All other maps may be recorded if they are letter or legal size on paper or polyester. They will be treated as regular recordings.

Exceptions:

Maps required to be recorded by the director of water resources under ARS 45-401 through ARS 45-704

ALAMEDA DRIVE

"DIABLO TECHNOLOGY PARK"
EXHIBIT "A"

COVENANT AGREEMENT
REGARDING
MAINTENANCE OF
YARDS FOR AN
OVERSIZED BUILDING

LOT 1

60'

LOT 2

DIABLO WAY (FRONTAGE ROAD)

INTERSTATE 10

APPROVED
EXAMPLE



SHEET 1 OF 1

CAMPUS
DR.

52ND STREET

60'

60'

60'

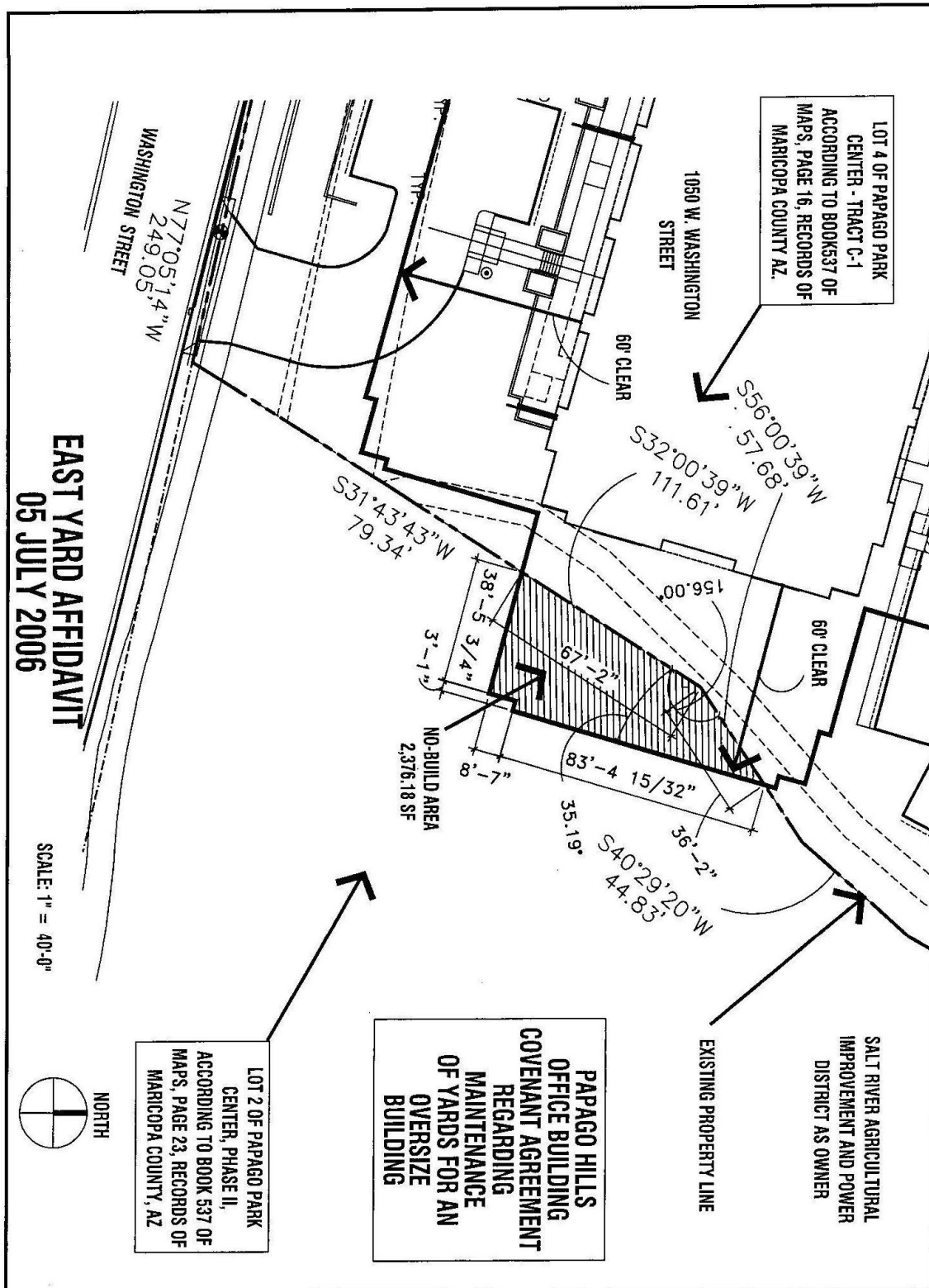
EXHIBIT "A"

FAIRMONT DRIVE

Site Consultants, Inc.
113 S. Rockford Drive, Tempe Arizona 85281
Tel: 480-894-2820 Fax: 480-894-2847
SCI #1581 SCALE: N.T.S. DATE: 5-9-2006

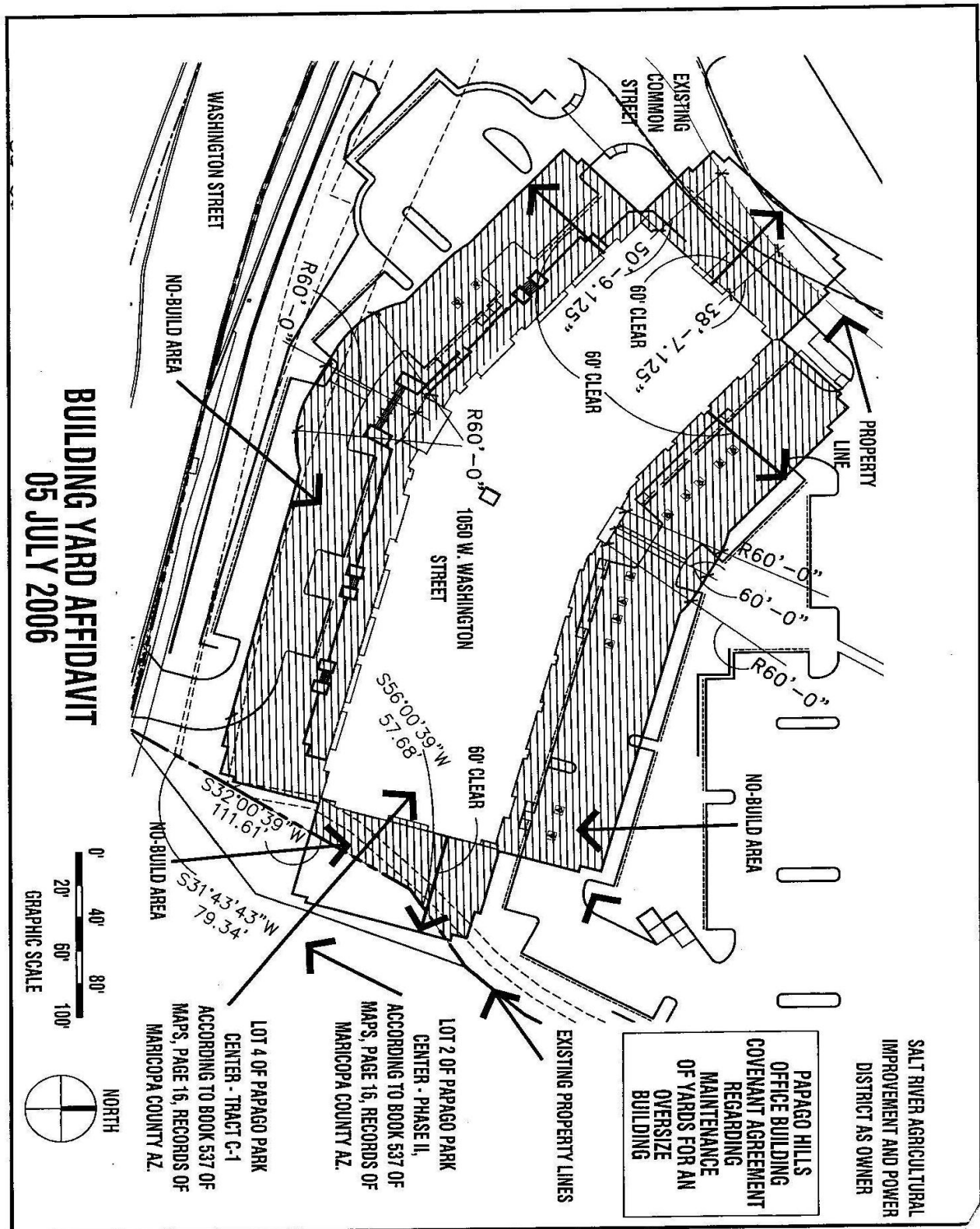
Example of **REJECTED** site plan

The site plan must identify the yards dedicated to allow an increase in building area. This plan has too many layers showing and is confusing. The site plan must be a **simple, neat drawing** showing the property lines, streets, the buildings(s) and the required protected yards crosshatched and dimensioned. **Note: Dimensions must be shown over white background, not over or within a crosshatched area.**



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